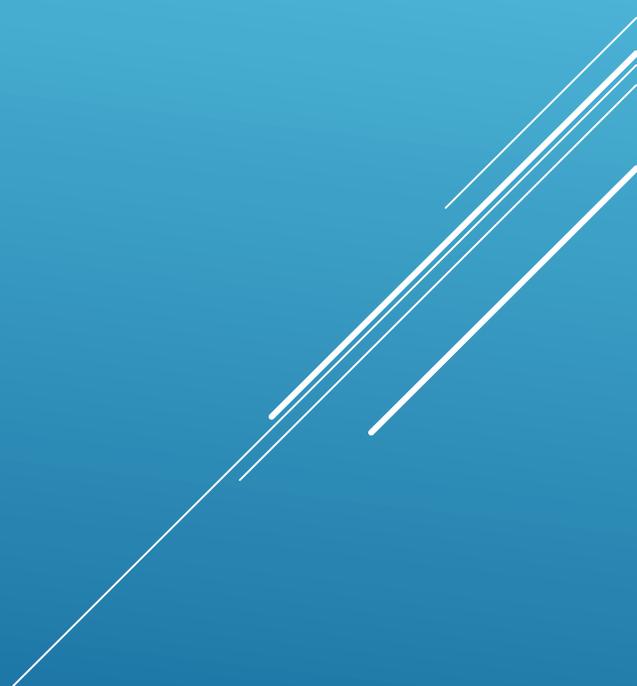


FY19 HCBS SPREADSHEET GUIDANCE

Department of Disabilities, Aging and
Independent Living

October 1, 2018

WEBINAR AGENDA 10.1.18

- Introductions
 - How to ask questions/comment
 - Why is the accuracy of the HCBS spreadsheet important?
 - Review changes to HCBS spreadsheet for FY19
 - Clarification of existing guidance in the spreadsheet manual where we see problems
 - Questions and Answers
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- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

INTRODUCTIONS

Clare McFadden, DDSD Director

June Bascom, DDSD Program Development and Policy Analyst

Jim Euber, DAIL Business Office, Financial Director

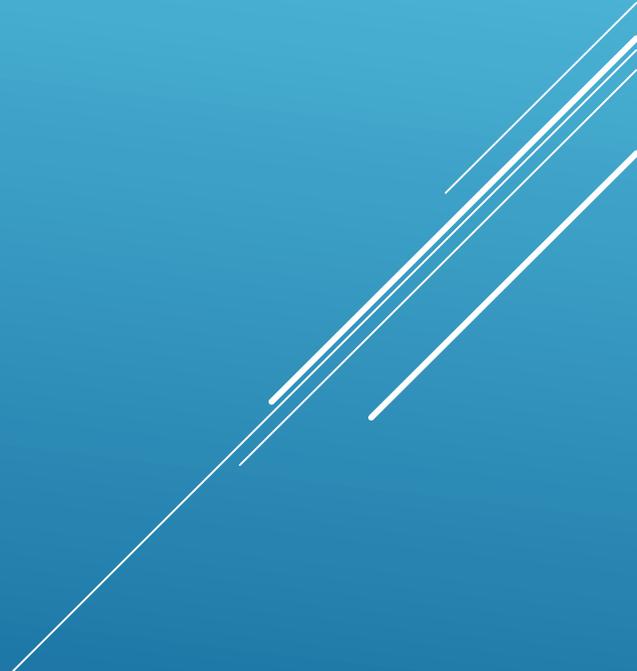
Joanne Herring, DAIL Business Office

Jennifer Perkins, Senior Auditor and Program Consultant

HOW TO PARTICIPATE

- This webinar is being recorded and will be posted on our website for those who could not attend
 - Please put your microphone or phone on mute for now
 - As we are presenting, on the left hand side of your screen, you will see a box where you can type in questions or comments
 - We will pause after each slide to see if there are questions
 - We will read the questions and provide an answer
 - At the end, there will be a time for additional Q & A where you can unmute and ask questions
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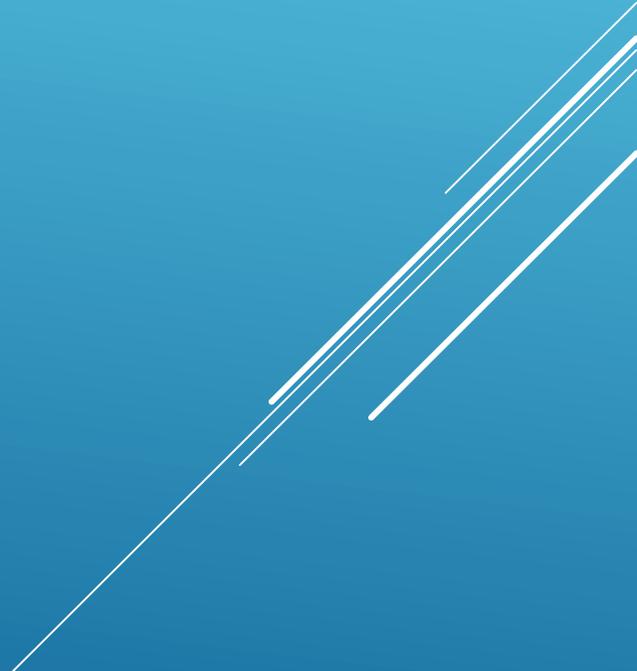
WHY IS THE ACCURACY OF THE HCBS SPREADSHEET IMPORTANT? IT HAS MANY USES

- It is your agencies authorization to bill for services
 - To compile data for many reporting purposes including DAIL and DDSD Annual Reports to the Legislature, to national organizations for comparison of state data, CMS, etc.
 - To assist in state planning
 - For various auditing purposes (DDSD, PERM, State Auditor..)
 - For billing reconciliation
 - For Quality Services Reviews
 - Source of Authorized Funding Limits for individuals
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FY19 HCBS SPREADSHEET CHANGES

- Added *Supportive Services* columns AN and AO
- Supportive Services is a new category that was added last October in the new SOCP
- Includes Behavior Support, Communication Support and Other Supportive Services (see definitions and limits in SOCP)
- If you had any of these types of services under other service categories, you need to move them to these columns
- Any newly funded Supportive Services should be entered here
- Put in total number of units in AN and total cost in AO

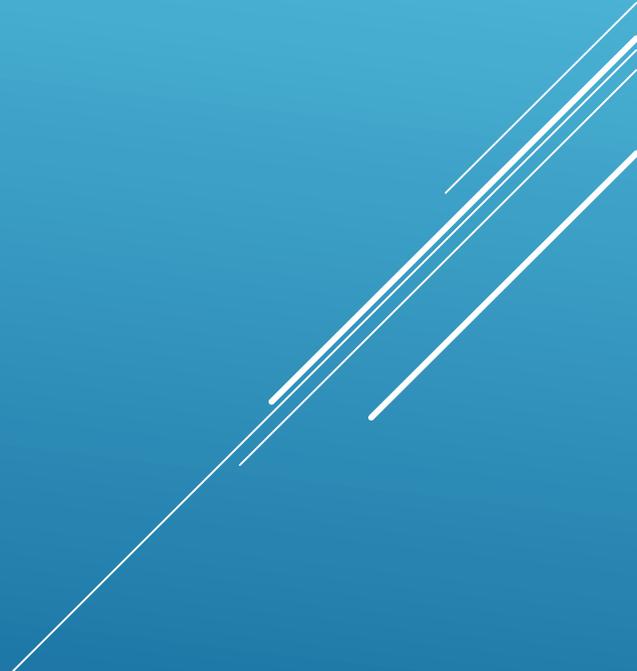
FY19 HCBS SPREADSHEET CHANGES, CONT.

- New rate for Facilitated Communication through Harvey and Pascal is \$125/hour
 - Rate includes travel or other associated costs
 - Hours of service should be for time spent with individuals and teams
 - This should be moved to Supportive Services columns
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FY19 HCBS SPREADSHEET CHANGES, CONT.

- Added column Y - *Employment Program Base* annual cost
 - This is Supported Employment infrastructure grant
 - Divide your grant amount amongst people who qualify for the service (working or in job development mode) Don't have to spread across all that qualify
 - This funding cannot be respreads to other funding areas and it stays with the agency if a person leaves services or transfers
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

FY19 HCBS SPREADSHEET CHANGES, CONT.

- Added columns AX and AY for *Shared Living – Hourly*
 - This is for workers who provide additional hourly home support for individuals living with a shared living provider
 - Leave SLP costs under *Shared Living – annual cost*
 - Move hourly costs to AX and AY (some under *Shared Living*, some were in *Supervised Living*)
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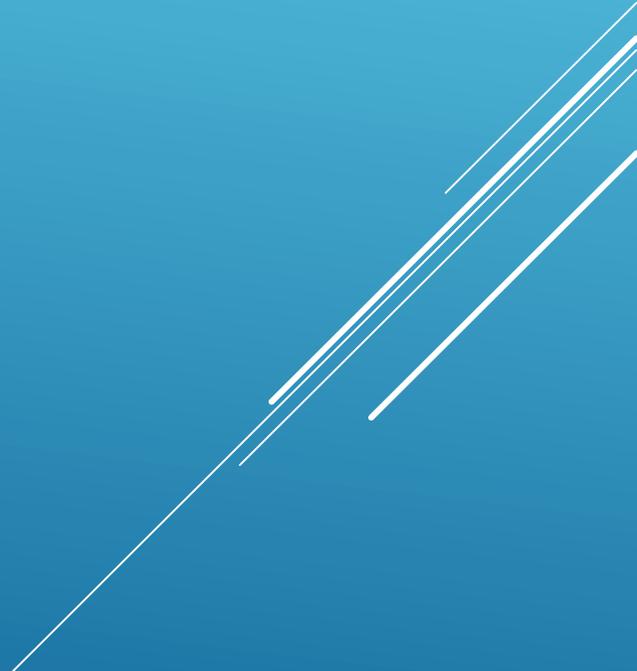
FY19 HCBS SPREADSHEET CHANGES, CONT.

- Add increased funding related to Collective Bargaining Agreement and Sick Leave
- CBA – if no changes in units of service, add funds to appropriate service line annual amount. If units have changed, just add amount to bring the annual amount up so you are in compliance with minimum rates of \$12.59/hr or \$191.57/day
- Ok to shift funds if units have changed, but must be in compliance with minimums. Some agencies have not been doing this with each new CBA.
- Anyone already over CBA minimums, use Sick leave funding to increase rates to accommodate employer tax of 11.38%

FY19 HCBS SPREADSHEET CHANGES, CONT.

- Clarification – Column BH asks whether the person continues to be HCBS eligible. This means they must meet the same criteria that is noted on the initial HCBS form:
 - Medicaid eligible
 - Has ID or ASD
 - Meets ICF/DD level of care

OVER \$200,000 BUDGETS AND INCREASES

- Agencies may increase these budgets using their full approved admin rate. This is a change from previous years.
 - Agencies may increase budgets to accommodate the increase in the employer tax/fee rate related to sick leave
 - Agencies may increase budgets to accommodate the increase in the CBA
 - Agencies may increase budgets to accommodate the increase in VCIN and ISO rates
 - Agencies may submit increases to budgets over \$200,000 which represent increases related to increased services or rates, but Clare will need to approve those.
 - You can not submit budgets over the \$300,000 cap
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AVOIDING SOME COMMON ERRORS (JUNE)

- There cannot be a “yes” in the “Lives with Family” column and a 24/7 home support allocation (i.e., “Staffed Living”, “Group Living” or “Shared Living”). If the person lives with a family member, there must be a “Yes” in the “Lives with Family” column. Note: If the person lives with a relative (e.g., sibling, grandparent) who is paid as a home provider – for the purposes of the HCBS spreadsheet, the person is not considered to be living with family and the “Lives with Family” column should not be marked.
- There cannot be more than one Home Support allocation (i.e., Supervised Living, Staffed Living, Group Living, Shared Living) for any one person.
- If a person is in a “Shared Living” arrangement and there is additional paid hourly support in the home, this extra funding for hourly support must be reflected in the new “Shared Living – Hourly” column.

AVOIDING SOME COMMON ERRORS (JUNE)

- “Supervised Living” can be used in only two circumstances: 1) when people who “Live with Family” have additional paid hourly support in the home, or 2) when people who live independently have paid hourly support to help them in their home.
- A person can have a “Respite” allocation in only two circumstances: 1) when the person lives with family (has a “Yes” in the “Lives with Family” column), or 2) when the person lives with a home provider (has a “Shared Living” allocation).
- There cannot be a “Respite” allocation if the person has “Staffed Living”, “Group Living” or “Supervised Living” when the person lives in his/her own home and not with family.

CLARITY OF INFORMATION (JENNIFER)

- If you have embedded spread costs in a column, use comment function to identify that. For audit purposes, we need to be able to reconcile hours with dollars
 - Be clear in columns BQ and BR – what services changed, funding source, why services suspended, may want to include who you shifted funds to
 - Ensure claims submitted match approved spreadsheet daily rates
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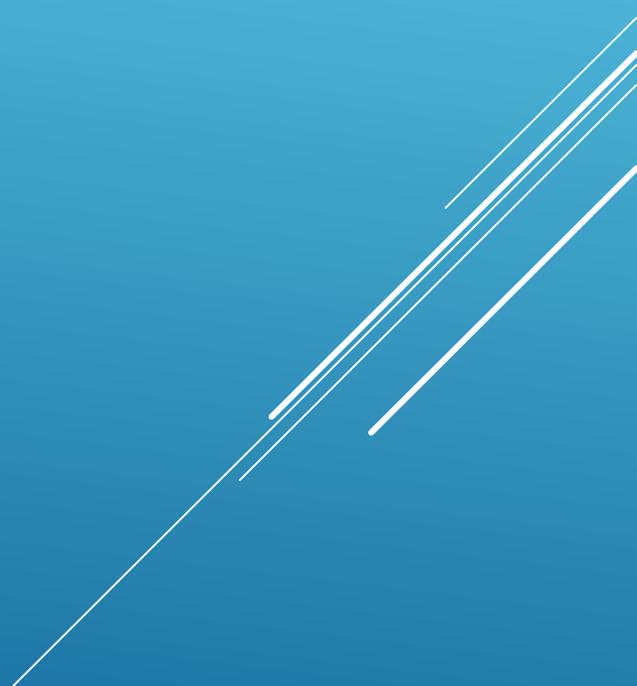
OTHER HELPFUL HINTS

Joanne

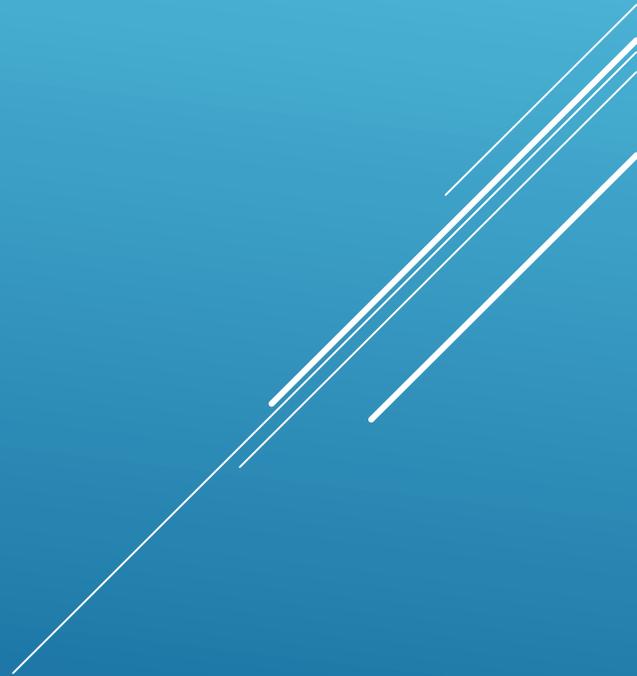
Jim

June

Jennifer



QUESTION AND ANSWER



THANK YOU

